How to Use Reviewr

IMPORTANT | EST. TIME: 20 MINUTES PER TEAM

Overview

- **Reviewr** is the official evaluation platform where you will submit the Midterm and Final Report. This guide will walk you through the steps of Gathering Your Team's Information, Creating Your Team's Reviewr Account, and Submitting Your Team's Deliverables.
- **Reviewr** is a **separate platform** from **WInS**. If you try to sign in with an old account, our system will not recognize you. Follow the steps in this guide to create your team's new Reviewr account.
- **ONE** Reviewr account **per team**
- You **must** use the **same account** to submit both the Midterm Report in October, and Final Report in December.
- The **Midterm Report is due October 31 by 10:00 p.m. ET**
- The **Final Report is due December 12 by 8:00 a.m. ET**

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CREATE ONE REVIEWR ACCOUNT PER TEAM:
https://my.reviewr.com/site/Wharton_InvestmentCompetition_Midterm_2023

Choosing a Reviewr Liaison

As a team, choose **ONE STUDENT** (Student Leader or Team Member) to manage your team's Reviewr account.

The Reviewr Liaison is responsible for:

a. Gathering the entire Team's information
b. Making sure ALL information is correct (This is your **Final** Team Roster)
c. **Creating the Reviewr account**
d. **Adding the Team's Information** into Reviewr
e. **Submitting the Midterm Report before <u>October 31</u>** through Reviewr's file upload
f. **Submitting the Final Report before <u>December 12</u>** through Reviewr's file upload

Keep in mind: The sign-up process takes roughly 15-20 minutes per team. If you are an advisor with multiple teams, it may be best to delegate and coordinate with your Student Leaders. Be sure to communicate to them the importance of accurately entering the team's information.

Gathering Your Team Information

Locate the following information with your team. You will be submitting this information when you create your Team Reviewr account. *Be intentional about spelling* - this is your **FINAL** team roster. No fields should be left blank.

<u>Team Information</u>

- **Team ID number:**

(Your Team ID number is displayed in WInS as your "User ID" – If you do not have it already, this number ID must be retrieved from your Advisor. They can access your Team's User ID on their WInS admin page. **See visual guide on next page**.

- **Team Name:**

(Your Team Name is your username from WInS)

- **Team School:**
- **URL of School Website:**
- **Team Country:**
- **Total Number of Team Members (4-7):**

HOW TO FIND YOUR TEAM ID NUMBER (USER ID)

Advisors can locate the Team ID (User ID) by logging into WInS and clicking “Admin,” on the right-hand side, then clicking “Instructor Administration” (*See Figure 1*). On the next page, the seven-digit Team ID number can be found to the right of the Team’s information (*See Figure 2*). Each Team ID number is unique – **make sure you have the correct one** when you create your Reviewr account.

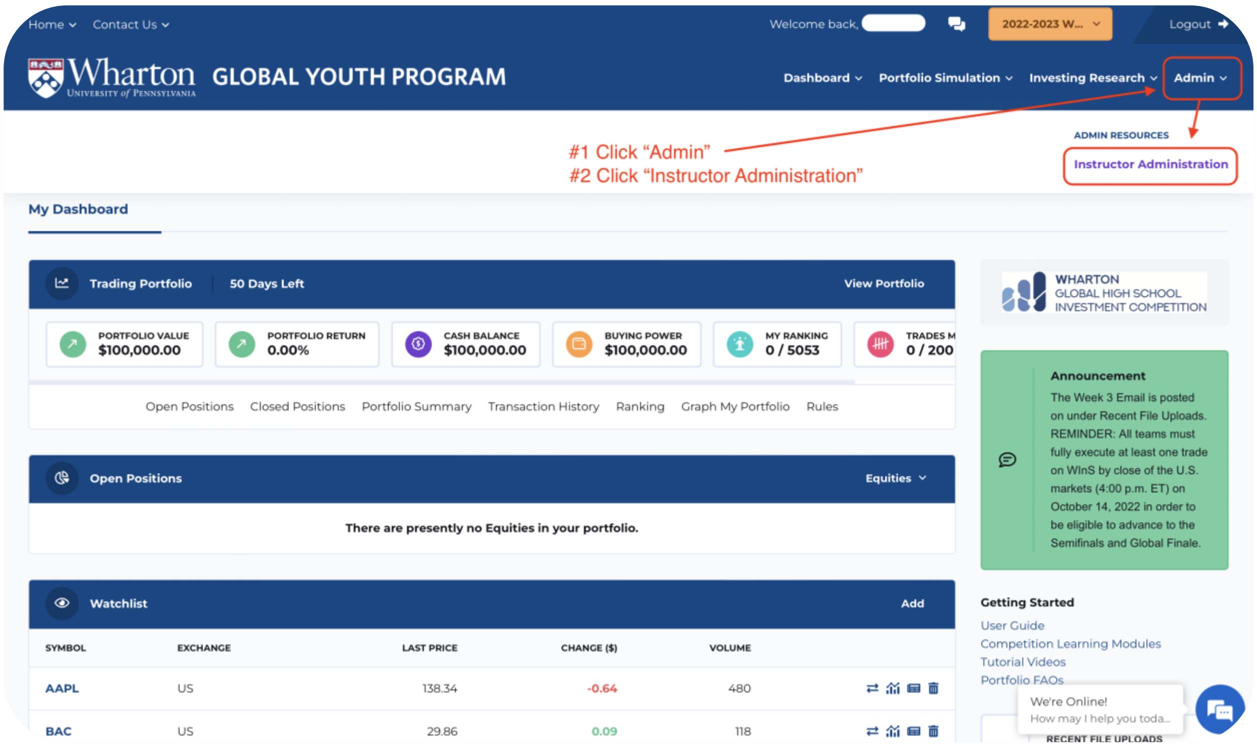

Figure 1

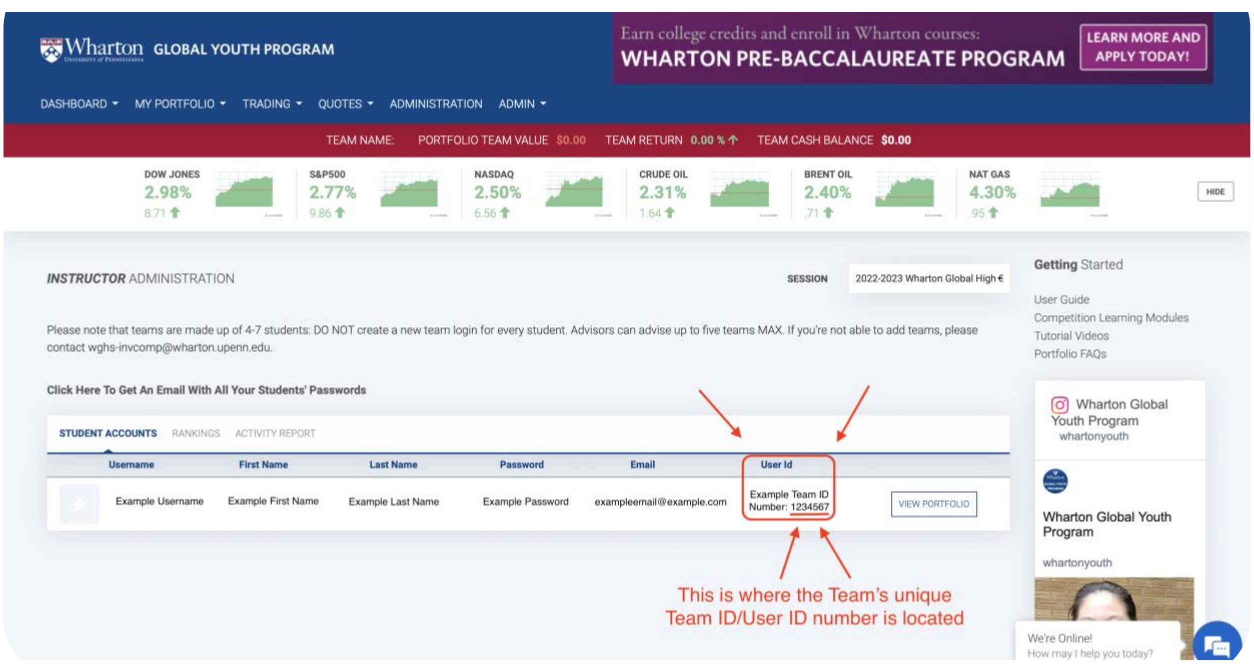

Figure 2

Required Information for Team Members

- **First Name:**
- **Last Name:**
- **Email address:**
- **Graduation year:**
- **Name of high school:**
- **Country where school is located:**
- **Gender:**

Advisor Information

- **Advisor First Name:**
- **Advisor Last Name:**
- **Advisor Professional Role:**
- **Advisor Email Address:**
- **Principal Name:**
- **Principal Email Address:**

Creating Your Team's Reviewr Account:

Please make ONE new account for your team. If you try to sign in with an old account, our system will not recognize you. Choose **ONE** person to create your team's Reviewr account.

- Creating the Reviewr account takes about **15 minutes** *if you have all your team members' information ready.*

Note for Advisors with many teams: It will take a long time to manually enter all your students' information correctly. It may be better to communicate with your Student Leaders, explain the importance of entering the information correctly to them, and delegate the task of creating their team's Reviewr account to them.

CREATE ONE REVIEWR ACCOUNT PER TEAM USING THIS LINK:
https://my.reviewr.com/site/Wharton_InvestmentCompetition_Midterm_2023

Submitting Your Deliverables:

Click the ⓘ icon on the left-hand side in Reviewr for directions on how to submit/re-submit your report in Reviewr. Report requirements can be found on our website: Deliverables.